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Karen S. Boeger
Director

To: State Purchasing Committee and FMAC Members
From: Karen Boeger, Director 
Re: Fiscal Year End Procurement Procedures
Date: January 19, 2016

Please review the fiscal year end procurement procedures and schedule, and distribute to the appropriate personnel in your department. If you have any questions, please call Cindy Stafford, Assistant Director, at (573) 751-3273.

To ensure timely processing of procurement documents at the end of the fiscal year, the following procedures must be followed.

Requisitions – FY16 Funds

Cutoff dates for requisitions for competitively bid purchases that will be charged to **FY16 funds** will be based on the lead time required by the Division of Purchasing and vendors for delivery of the goods or services.

Quick Requisitions (RXQ) to request competitive bidding for **commodities** (with the exception of information technology hardware and software) should be for intended deliveries and installation before June 30, 2016. Therefore, all such requisitions should be received in the Division of Purchasing by the cutoff date specified in the following Requisition Cutoff Schedule in accordance with the delivery lead time for the commodity desired. If an RXQ is received by the Division of Purchasing after the cutoff date, the agency will be required to cancel the RXQ and issue a Non-Pre-encumbering Requisition (NR) in its place.

Delivery Lead Time

120 + days
90 - 119 days
60 - 89 days
30 - 59 days

Requisition Cutoff

February 5, 2016
March 4, 2016
March 18, 2016
April 15, 2016

Non-Pre-encumbering Requisitions (NR) to request competitive bidding for **professional and general services, and information technology** hardware and software price agreements (contracts) to be charged to FY16 funds should be submitted to the Division of Purchasing no later than March 4, 2016, unless the delivery lead time warrants an earlier submission.

No FY16 requisitions will be accepted by the Division of Purchasing after April 15, 2016, unless justification for late submittal is signed by the department director.

A list of estimated lead times for various groups of commodities and services is attached to this memorandum. If you are uncertain of the delivery lead times, you are encouraged to submit your requisitions as soon as possible. For more detailed information concerning a specific commodity or service, please contact the appropriate buyer.

For cutoff dates for FY16 payment documents, refer to the Office of Administration, Division of Accounting's Fiscal Year End Memorandum when it is issued later in this fiscal year that will include these cut-off dates.

Requisitions – FY17 Funds

FY17 CONTRACTS: Non-Pre-encumbering Requisitions (NR) to request competitive bidding for price agreements with a start date of July 1, 2016 or shortly thereafter should be submitted to the Division of Purchasing no later than the following:

Commodities – March 18, 2016

Information Technology Hardware and Software -- March 4, 2016

General Services – March 18, 2016

Professional Services -- March 4, 2016

FY17 RENEWALS: Non-Pre-encumbering Requisitions (NR) to renew price agreements expiring June 30, 2016 should be submitted to the Division of Purchasing on or before March 18, 2016. In addition to all information required on a requisition for renewal, any renewal requisitions involving information technology hardware and software, including telephone systems must contain a complete contractual inventory of equipment which identifies the components for which the renewal is requested, the equipment location, and whether the contract needs to be renewed for maintenance only.

ESTIMATED DELIVERY LEAD TIMES REQUIRED BY VENDORS

These lead times are estimates only, actual delivery times may vary. Therefore agencies are encouraged to submit requisitions as soon as possible to ensure timely delivery.

<u>COMMODITY/SERVICE</u>	<u>DELIVERY LEAD TIME</u>
Any Project or Equipment that Requires Blueprints or Approved Drawings	120 days
Any Special Fabricated Equipment	120 days or longer
Automobiles (not on contract)	90 days
Carpeting	120 days
Copy Machines	90 days
Information Technology Hardware	120 days
Information Technology Software	120 days
Farm Tractors	90 days
Forklifts	90 days
Guns (Law Enforcement)	120 days
Insurance	180 days
Laboratory Equipment	90 days
Laundry Equipment (Commercial Type)	90 days
Medical Equipment	120 days
Office Automation	120 days
Printing	90 days
Printing Equipment	90 days
Radio Equipment	90 days
Restaurant Equipment (Large)	90 days
Restaurant Equipment (Small)	60 days
Steel/Steel Products	120-180 days
Telephone Systems	120 days
Trucks (Medium and Heavy Duty)	120 days
Video Equipment	90 days

DIVISION OF PURCHASING

Calendar of Events for the End of Fiscal Year 2016 and the Beginning of Fiscal Year 2017

- February 5, 2016** Requisitions due for items with 120 day or more delivery lead time to be paid with **FY16** funding.
- March 4, 2016** Requisitions due for items with 90-119 day delivery lead time to be paid with **FY16** funding.
- Requisitions due for price agreements for professional and general services, and information technology hardware and software to be paid for with **FY16** funding, unless the delivery lead time warrants an earlier submission.
- Requisitions due for price agreements for professional services and information technology hardware and software with a start date of July 1, 2016, or shortly thereafter to be paid for with **FY17** funding.
- March 18, 2016** Requisitions due for items with 60-89 day delivery lead time to be paid with **FY16** funding
- Requisitions due for price agreements for commodities or general services to begin July 1, 2016 and to be paid for with **FY17** funding.
- Requisitions due for renewal of price agreements that expire on June 30, 2016.
- April 15, 2016** Requisitions due for items with 30-59 day delivery lead time to be paid with **FY16** funding
- Last day to submit requisitions for purchases utilizing **FY16** funding without written justification signed by department director.